

OKC-2591  
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1 November 1961

MEMORANDUM FOR THE RECORD

25X1A

SUBJECT : Contract Guards [redacted]

REFERENCE : OKC-2449 dated 13 October 1961

I have reviewed OKC-2449, and the following comments are made:

- a. I believe Para 4 of that document should indicate that the present "rule of thumb" waiting period for promotion from GS-5 to GS-6 is 18 months rather than 1 year. If this is so, the change is in order in the comparative cost analysis in Attachment A.
- b. A condition precedent to any increase in salary, of course, is satisfactory performance. The contract should contain a provision which would permit withholding or delaying a salary increase at the discretion of the supervisor.
- c. It is recommended that new contracts be written to be pre-dated to the 200 date with the Agency, and that salary be determined on the basis of that date. The contract should be written for five years. It is also recommended that the individual qualify for those yearly bonuses which accrue in the years left to run on the new 5-year contract.
- d. At the outset each Guard should be given the option to continue under the provisions of his old contract or sign one under the new schedule. This is suggested since some men who are approaching the termination of their present contract in the near future might desire to terminate at that time and obtain their separation pay. It should be emphasized that once the option is made, there could be no modification later.

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